

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: **June 20, 2019**

Please mark one: ☒ Bill Request or ☐ Resolution Request

1. Type of Request:

- ☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☒ Other: Classification & Pay Plan Update

2. Title: Approves Classification Notice #1597

3. Requesting Agency: Office of Human Resources

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Susan O'Neill	Name: Susan O'Neill
Email: susan.oneill@denvergov.org	Email: susan.oneill@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The proposed change amends the Classification and Pay Plan by creating the new classification of Civilian Report Technician (N-619).

6. City Attorney assigned to this request (if applicable):

7. City Council District:

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0612

Date Entered: _____

Vendor/Contractor Name:

Contract control number:

Location:

Is this a new contract? ☐ Yes ☐ No Is this an Amendment? ☐ Yes ☐ No If yes, how many? _____

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>

Scope of work:

Was this contractor selected by competitive process?

If not, why not?

Has this contractor provided these services to the City before? ☐ Yes ☐ No

Source of funds:

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☐ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts):

Who are the subcontractors to this contract?

POSTING IS REQUIRED

Classification Notice No. 1597

To: Agency Heads and Employees

From: Karen Niparko, Executive Director of the Office of Human Resources

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0612

Date Entered: _____

Date: June 7, 2019
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by creating the new classification of Civilian Report Technician (N-619).

The Department of Safety, Police, requested OHR create a new classification for specialized duties that respond to and investigate property crimes and vehicle crashes. The new Civilian Report Technician classification obtains information from the public to complete incident reports in situations which do not require a police officer to respond and investigates, collects evidence, issues citations (crashes), and prepares reports and documents.

NEW CLASSIFICATION

Proposed Class Title

Civilian Report Technician

Proposed Pay Grade & Range

N-619 (\$23.08-\$28.39-\$33.70)

Public Hearing: Yes ☒ No ☐ in accordance with Career Service Rule 7-21

Public Notice of Changes

The scheduled time for the public hearing is **Thursday, June 20, 2019 at 9:00 AM** in the Webb Municipal Building, 4th floor, Room 4.G.2, located at 201 West Colfax Avenue, Denver, CO 80202.

Please submit any questions or comments on this proposal in writing to compensation@denvergov.org by 8:00 AM on **Thursday, June 20, 2019**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call George Branchaud george.branchaud@denvergov.org at (720) 913-5650 no later than noon on **Tuesday, June 18, 2019**.

CLASSIFICATION STUDY REPORT

Public Hearing: Yes ☒ No ☐ in accordance with Career Service Rule 7-21D6 (less than 25 employees, less than 5 job classes created, less than 3 agencies involved, and less than \$50,000 in projected cost).

Analyst Name: Susan O'Neill, Sr. Classification and Compensation Analyst
Impacted Department(s): Department of Safety, Police
Date: June 4, 2019

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0612

Date Entered: _____

NEW CLASSIFICATION

Job Code

CN3151

Proposed Class Title

Civilian Report Technician

Proposed Pay Grade & Pay Range

N-619 (\$23.08-\$28.39-\$33.70)

Synopsis:

The Department of Safety, Police, requested OHR create a new classification for specialized duties that respond to and investigate property crimes and vehicle crashes. The new Civilian Report Technician classification obtains information from the public to complete incident reports in situations which do not require a police officer to respond and investigates, collects evidence, issues citations (crashes), and prepares reports and documents.

Pay Rationale:

The proposed Civilian Report Technician classification pay grade will be N-619. A custom survey was conducted of local jurisdictions to determine the appropriate pay grade.

Employee Impact:

Thirty-four employees will be reallocated to the new Civilian Report Technician classification.

Budget Impact:

\$1,809.60 to bring three employees to the minimum of the new range.

Effective Date Rule:

Career Service Rule 7-37 Effective Dates, Section A: If it is determined that changes to the classification and pay plan are necessary, the effective date of any resulting changes to the classification and pay plan shall be the beginning of the first work week following approval by the Mayor or by the City Council over the Mayor's veto. Provisional classifications resulting from changes to the classification and pay plan may be used upon approval by the OHR Executive Director or Board but use for longer than six months is contingent upon City Council approval.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: BR19 0612

Date Entered: _____

Revised 03/02/18